

# FATIMA MATA NATIONAL COLLEGE

**AUTONOMOUS**

(Reaccredited with 'A' Grade by NAAC)

Affiliated to University of Kerala



**Minutes Governing Council**

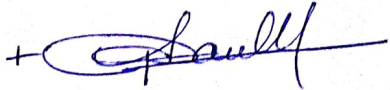
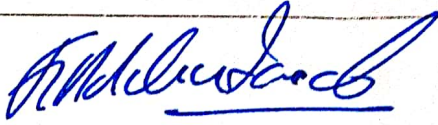
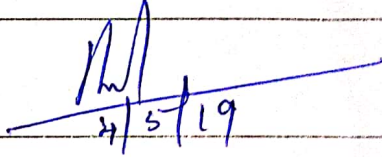
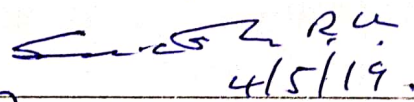

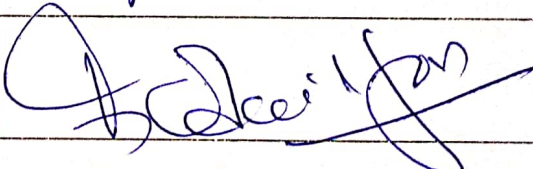


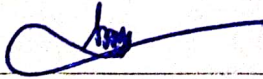
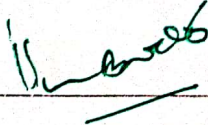
**IQAC** INTERNAL QUALITY ASSURANCE CELL



*Fatima Mata National College (Autonomous)*

Meeting of the Governing Council

at 10.30 am on May 04, 2019

Members Present	Signature
Most Rev. Dr Paul Antony Mullassery	
Rev. Fr Rolden Jacob	
Dr Jitendra Tripathi	
Sri Anil Xavier IAS	
Dr R K Suresh Kumar	
Dr G Padma Rao	
Rev. Fr Anil Jose	
Rev. Fr Joseph John	
Dr S. Kevin	
Prof Grata Ildaphonse	
Dr Shelly M.R	
Dr Vincent B. Netto	

**FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS)**

**KOLLAM**

**NOTICE**

FC/Auto/GC/2019

20.04.2019

In continuation to the notice dated 01.04.2019 regarding the meeting of the Governing Council, we would like to inform you that the meeting of the Governing Council will be held at 10.30 am on Saturday, 04 May 2019 in the IQAC seminar hall to transact the following business:

**AGENDA**

**Item No -1 - Welcome and introductory remarks – Chairperson**

**Item No -2 - Approval of the Minutes of the GC meeting held on 24.11.2018 (Appendix I)**

**Item No -3 - Action taken report and achievements (Appendix II)**

**Business brought forward by the Principal and the Academic Council (Item Nos – 4 to 15)**

**Item No -4 (a) - Ratification of revised Syllabus UG w.e.f. 2019 admission for the following programmes presented by the respective BoS and approved by the Academic council in its meeting held on 17.04.19 as per agenda No – 4 (1) :**

Program	Program Code	CBCS/Elective
B.Sc Mathematics	U11	CBCSS
B.Sc Physics	U12	CBCSS
B.Sc Chemistry	U13	CBCSS
B.Sc Polymer Chemistry	U14	CBCSS
B.Sc Botany	U15	CBCSS
B.Sc Zoology	U16	CBCSS
B.Sc Psychology	U17	CBCSS
BA English Language and Literature	U21	CBCSS



BA Malayalam Language Culture and Literature	U22	CBCSS
BA Economics	U23	CBCSS
BA History	U24	CBCSS
B.Com Finance	U31	CBCSS
<b>Self Financing courses</b>		
BA English Language, Literature and Communication	U42	CBCSS
B.Com Co-operation	U43	CBCSS
B.Com with Computer Applications	U44	Career Oriented
Bachelor in Computer Applications	U45	Career Oriented

**Item No -4 (b) - Ratification of revised Syllabus PG** w.e.f. 2019 admission for the following programmes presented by the respective BoS and approved by the Academic council in its meeting held on 17.04.19 as per agenda No - 4 (1) :

Program	Program Code	CBCS/Elective
M.Sc Mathematics	P11	Elective
M.Sc Physics	P12	Elective
M.Sc Chemistry	P13	Elective
M.Sc Botany	P14	Elective
M.Sc Zoology	P15	Elective
M.Sc Psychology	P16	Elective
MA Malayalam	P22	Elective
MA Economics	P23	Elective
M.Com	P31	Elective

**Item No -5 - Add on courses -**

The Academic Council approved the proposal for the introduction of following add on courses in its meeting held on 17.04.19 as per agenda No - 4 (2), submitted by the respective BoS.

- MATHEMATICS - Mathematics software LATEX  
 PHYSICS - Radiation Physics  
 CHEMISTRY - Drinking Water quality Analysis



BOTANY	- Mushroom Cultivation
ZOOLOGY	- Ornamental Fish Production
PSYCHOLOGY	- Certificate in counselling
ENGLISH	- Proficiency in English and soft skills
MALAYALAM	- Pathra Pravarthanam Patanavum Prayogavum
ECONOMICS	- Skill enhancement course
COMMERCE	- Applied Business Accounting
HINDI	- Communicative Hindi

The duration of each course shall be 30 hours and the fee Rs 500. Each student shall take an ESE on completion of the course followed by Practical/Viva/Field work/ Work experience. For the successful completion of the course and award of certificate a student must acquire 75% attendance and a minimum score of 40%

**Item No -6 (a) - Ratification of results - UG (Appendix III)**

S No	Semester	Batch	Date of Publication
1	S1 BA/BSc/BCom/BCA	2018-2021	25-02-2019
2	S1 BA/BSc/BCom/BCA	2017-2020	25-02-2019
3.	S1 BA/BSc/BCom/BCA	2016-2019	25-02-2019
4.	S1 BA/BSc/BCom	2015-2018	25-02-2019
4.	S1 BA/BSc/BCom	2014-2017	25-02-2019
5.	S3 BA/BSc/BCom/BCA	2017-2020	25-01-2019
6.	S3 BA/BSc/BCom/BCA	2016-2019	25-01-2019
7.	S3 BA/BSc/BCom	2015-2018	25-01-2019
8.	S3 BA/BSc/BCom	2014-2017	25-01-2019
9.	S5 BA/BSc/BCom/BCA	2016-2019	19-12-2018
10.	S5 BA/BSc/BCom	2015-2018	19-12-2018
11.	S5 BA/BSc/BCom	2014-2017	19-12-2018

**Item No -6 (b) - Ratification of results - PG (Appendix IV)**

1.	S1 MA/MSc/MCom	2018-2020	15-03-2019
2.	S1 MA/MSc/MCom	2017-2019	15-03-2019
3.	S1 MA/MSc/MCom	2016-2018	15-03-2019
4.	S1 MA/MSc/MCom	2015-2017	15-03-2019
5.	S3 MA/MSc/MCom	2017-2019	15-03-2019
6.	S3 MA/MSc/MCom	2016-2018	15-03-2019
7.	S3 MA/MSc/MCom	2015-2017	15-03-2019

**Item No -7- Budget for autonomous grant 2019-20**

The Finance Committee in its meeting held on 30.04.19 has proposed the following budget for autonomous grant of Rs20 lakhs for the year 2019-20 in the heads of accounts shown (Appendix- V)

**Item No -8- Approval of the recommendations of IQAC -**

The Academic council in its meeting held on 17.04.2019, approved the recommendations of IQAC in the following regard:

- a) Introduction of MOOC (online courses) – the Academic Council resolved that the students of third semester UG & PG w.e.f 2018 admission onwards take at least one online course of not less than two weeks duration (on an experimental basis) and submit a concise report of the course detailing the objectives, frame work and relevance of the course. The students should produce relevant documents to attest their satisfyingly completing the course.
- b) MOODLE (assignments & tests) -Academic Council resolved that UG students submit their assignment and PG students take their CAT - I using the MOODLE platform (on an experimental basis). Applicable to all admissions.
- c) Internship for PG programmes - Academic Council resolved that internship of the duration of two to five weeks be made compulsory for PG programmes w.e.f 2019 admission onwards. However, there will be no additional weightage for the time being.
- d) Feed back analysis report of the stake holders.

**Item No -9- Question bank** - Academic Council resolved to implement question bank system w.e.f 2019 admission so that the questions address the difficulty levels as also the learning outcomes and graduate aptitude outlined in the curriculum.



**Item No -10- Provision for improvement of individual papers for PG programmes =**

Academic Council resolved to introduce provision for improvement of individual papers for PG programmes in sync with the parent University (Ref U.O. Ac.A.II/1/2014 dated 28.02.2015 - Appendix - VI) w.e.f 2019 admission onwards. However, this provision shall be limited to the first and second semester examinations and to the next immediate chance. The better marks obtained consequent on improvement shall not be considered for ranking.

**Item No -11 = Project submission**

Academic council resolved that the UG students have to submit their projects before CAT II of sixth semester.

**Item No -12- Amendments to Examination Manual**

Academic Council by virtue of its powers as contemplated in Fatima Mata National College (Autonomous) Kollam - Examination Manual (Draft) = clause 30 - resolved to amend the manual incorporating/revising/changing the below mentioned clauses:

- a) Amendments to Examination Manual based on the regulations of University Grants Commission (Conferment of Autonomous status upon colleges and measures for maintenance of standards in Autonomous Colleges) Regulations 2018, New Delhi 12<sup>th</sup> February 2018;
- i) Clause 2.1.2- "The term of office of the nominated members of the Governing council shall be a period of two years".

To be amended as

*"The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have term of five years"*,

- ii) Clause 2.1.3-“The Governing Council shall meet at least three times in an academic year”.

To be amended as

*“The meetings of the Governing Body shall be held at least twice a year”.*

- iii) Clause 2.2.2- “The term of office of the nominated members of the Academic Council shall be a period of two years”.

To be amended as

*“The term of the nominated members of the Academic Council shall be three years”.*

- iv) Clause 2.3.2- “The term of the members nominated to the Board of Studies shall be two academic years”.

To be amended as

*“The term of the nominated members of Board of Studies shall be three years”.*

- b) Amendments to Examination Manual based on the report from the Controller of Examinations and in the exercise of the powers of the Principal (vide Clause 30 – Interpretation and Amendment) - Notification of ESE (Amendment of Clause 28)- “Notifications for each semester exams will be published before 40 days of the commencement of Examination”.

To be amended as

*“Notifications for each semester exams will be published before 15 working days of the commencement of Examination” as per Academic council meeting agenda item No -4(5)*

**Item No -13 – NAAC Reaccreditation**

**Item No -14 – Shifting of campus self financing stream to Annexe w.e.f 2019 admission**



**Item No -15 - Mercy Chance - exam fee proposal from Finance Committee**

The Finance Committee in its meeting held on 30.04.19 has proposed a fee of Rs 2000/- as registration fee for mercy chance.

**Item No -16 - Additional Agenda - submission of compliance report and inspection & annual administration fee**

The Finance Committee in its meeting held on 30.04.19 has proposed to submit a compliance report along with the inspection & annual administration fee. The committee felt that an autonomous institution need not submit the inspection & annual administration fee levied for the Self Financing mode as the SF stream was a part of the autonomous system. However the institution would pay for the time being in order to avoid hassles and possible hardships to the final year students who are to receive the degree certificate from the University. The University had collected an amount of Rs 2.5 lakhs as affiliation and annual administration fee as applicable for SF courses as per order No Ac.D II/2018 dated 04.08.2018. The Committee felt it would be in the interest of the autonomous college to approach the court for a legal remedy.

**Item No -17 Any other matter admitted by the chair**

For and on behalf of the Governing Council

Chairman

  
Secretary

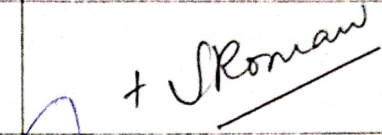
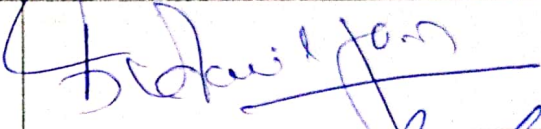
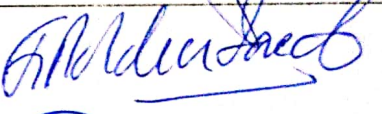
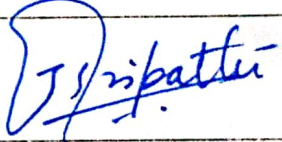
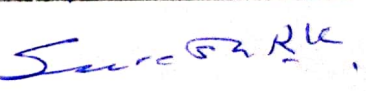

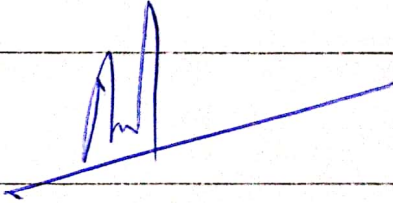

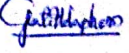
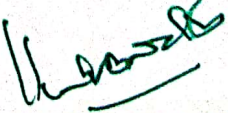
To

- 1) Most Rev. Dr Paul Antony Mullassery (Patron)
- 2) Rev. Dr Rolden Jacob (Manager)
- 3) Rev. Fr Anil Jose ( Director, Bishop Benziger Hospital)
- 4) Dr S. Kevin (Former Pro Vice Chancellor, University of Kerala)
- 5) Rev. Fr Joseph John (Principal in-Charge, Karmala Rani Training College, Kollam)
- 6) Dr R. K. Suresh Kumar (Member - Higher Education Council)
- 7) Dr G. Padma Rao (Professor, Dept. of Malayalam, University of Kerala)
- 8) Dr Vincent B. Netto ( Principal)
- 9) Ms Grata Ildaphonse (Vice Principal)
- 10) Dr Shelly M. R. (Vice-Principal)

# Fatima Mata National College (Autonomous)

## Meeting of the Governing Council

at 10 am on January 29, 2018

Members Present	Signature
Most Rev. Dr Stanley Roman	
Rev. Fr Anil Jose	
Rev. Fr Rolden Jacob	
Dr Jitendra Tripathi	
Dr R K Suresh Kumar	
Dr G Padma Rao	
Dr S. Kevin	
Sri Anil Xavier IAS	
Rev. Fr Joseph John	
Dr Titus A.R.	
Prof Grata Ildaphonse	
Dr Vincent B. Netto	



**FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS), KOLLAM**  
**MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON**  
**Monday, 09 October 2017 at 03.00 pm**

The meeting of the Governing Council was held in the Conference Hall, Bishop's House, Tangassery, at 3.00 pm on 09-10-2017. Rev. Fr Anil Jose, Manager of the College, presided over the meeting. His Lordship Rt Rev. Dr Stanley Roman, the Patron of the college graced the occasion. The following members were present:

1. Rt Rev. Dr Stanley Roman
2. Rev. Fr Anil Jose (Chairman)
3. Rev. Rolden Jose Jacob
4. Sri. Anil Xavier IAS
5. Dr Padma Rao
6. Rev. Fr Joseph John
7. Ms Grata Ildaphonse (Vice Principal)
8. Dr Titus A. R. (Vice Principal)
9. Dr Vincent B. Netto (Principal)

The Meeting commenced with a silent prayer.

After welcoming all the members to the meeting, Rev. Fr Anil Jose, in his introductory remarks urged the Council to ponder over the necessity of applying for NAAC Reaccreditation immediately, given the challenges of following an entirely new methodology and the lack of clarity regarding certain vital parameters.

**Minutes of the previous meeting**

The Principal read out the Minutes of the previous meeting of the Governing Council held on 16-06-2017. Responding to a query from Rev. Fr Joseph John, on the steps taken for framing the BCA syllabus, Dr Netto informed the Council that the college is waiting for the communication from the Vice

Chancellor on the inclusion of a university nominee in the BCA Board of Studies. The council, after a brief discussion, unanimously approved the minutes.

### **Action taken report**

The Principal reported on the action taken on the minutes of the previous meeting as per the agenda circulated. The Governing Council appreciated the action taken on the minutes.

His Lordship, while speaking about the sanctity of the quadrangle system, emphasized the need for having a rapport with the students and their parents. His Lordship suggested that a visit to reputed autonomous colleges like the Holy Cross College, Nagercoil, would be a great help in getting direct knowledge about the core values and extraordinary features of such institutions. The Manager agreed to the suggestion, and stated that steps would be taken to gain greater information about upgrading our expertise as an autonomous college.

### **NAAC Reaccreditation**

Dr Netto informed the Council about the new methodology brought in by the NAAC for assessment and accreditation and made a brief depiction of the Seven Criteria pertinent to Autonomous Colleges. He was of the firm view that any deferment of the mandatory reaccreditation would have adverse ramifications on the autonomous status of the college. He spoke of the urgency of undergoing the exercise as quickly as possible as the ongoing period of accreditation would lapse by March 2018. Besides, under the new system of online processing of Institutional Information for Quality Assessment (IIQA), Self-Study Report (SSR) and other data, the window for uploading the required material was available only twice a year: (i) May 1 – June 30 and (ii) Nov. 1- Dec. 31. This meant the college had no other option but put in the application for re-accreditation in the Nov. 1-Dec. 31 slot this year. The Council endorsed



the Principal's proposal. The meeting unanimously put the accent on securing A+ through well-coordinated, systematic and concerted efforts.

The ineptness of student feedback by the NAAC was discussed at the meeting. Prof. Padma Rao opined that such an evaluation was unwarranted and counter-productive as it would only reflect the political inclinations and affiliations of students rather than record their genuine responses. Sri Anil Xavier suggested that the college should approach the NAAC to bring their attention to the awkwardness of student feedback system, especially, in a politically charged state like Kerala.

Rev. Fr Joseph John sought clarification regarding the status of the college in terms of affiliation, following the award of autonomy, to which Dr Netto replied that the affiliation to the University of Kerala was a permanent one as per the UGC regulations. Rev. Fr Joseph John sought to know if the college had an affiliation certificate. Dr Netto assured the body that efforts would be put into the matter.

### **IQAC Recommendations**

The Council deliberated on the specific recommendations of the IQAC in its meeting held on 25 September 2017. As to the need of a web portal of the alumni, Rev. Fr Rolden Jacob assured that steps would be initiated to launch a portal for connecting with the former students. Sri Anil Xavier underscored the need for procuring sufficient number of LCD Projectors to all departments so as to make the Teaching – Learning process more ICT enabled and effective. It was imperative to address the lapses identified by the NAAC peer team during their visits in 2007 and 2013 by setting up ICT enabled classrooms and a Central Instrumentation block. The manager expressed his concern over the possibility of students mishandling the equipment in the Smart classrooms. It was decided to procure portable units of LCD for safety and security reasons. For the proper upkeep of the LCD Projectors, Botanical Garden, and the like, the council directed the principal to entrust the Dept of

Botany with the responsibility of maintaining the Botanical Garden, and all the HoDs or teachers concerned with the safe custody of the portable LCDs.

The body also asked the Manager to expedite the official/legal procedures associated with the appointment of permanent staff, both teaching and non teaching.

Prof. Padma Rao opined that only frequent interventions on the part of the management would pressurize the government to sanction the posts as well as accord consent for appointment against the substantive vacancies. He expressed his apprehensions that a shortage of staff would affect the smooth functioning of autonomy.

The council endorsed the recommendation of the IQAC to reintroduce Add-on courses or to go in for B. Voc. programmes.

The body felt the need to give directions to all the faculties for developing skills, inter disciplinary learning, and promotion of ICT enabled leaning in sync with the recommendation of the IQAC. The body also congratulated the faculty for their concerted effort in academics.

### **Ratification of results**

A comprehensive analysis of the results of (i) PG - IV Semester June 2017 and II Semester July 2017 and (ii) UG- II Semester and IV Semester May 2017 was made.

The meeting unanimously endorsed the results.

### **Result Analysis and Reports**

The Vice Principal Ms Grata Ildaphonse presented an analysis of results in the pre-autonomous and post-autonomous phases. Generally speaking, the college recorded a better pass percentage in the post-autonomous phase. However, the departments of Commerce and Malayalam witnessed a lower



level of pass percentage compared to that of the pre-autonomous phase. His Lordship expressed concern over the results of M. Com, B. Com, BA Malayalam and BSc Polymer Chemistry, and counselled the setting up of a permanent mechanism to monitor the academic performance, including prompt completion of modules by all Departments.

Prof. Padma Rao stated that in order to make the teaching process more effective, the college should initiate student-centric learning features, introduce bridge and remedial courses. He even volunteered to take remedial classes for the Malayalam undergraduate students of the college. Sri Anil Xavier felt the need for proper monitoring, involving planning the modules, finishing the work within the stipulated time and verifying the same.

Dr Netto assured that steps would be initiated to strengthen the Academic Performance Evaluation Committee to address the issues.

#### **Appointments – Controller of Examination and Deans**

The Council decided to extend the tenures of Dr K. S. Dersanambika (Controller of Examinations), Prof. Gopakumar (Deputy Controller of Examinations), Ms Grata Ildaphonse (Dean, Student Affairs), and Dr Shelly M. R. (Dean, Arts & Commerce) until further orders.

The Council approved the appointment of Dr Sherly Williams as Dean of Sciences for tenure of two years.

#### **Examination Manual: Amendments**

Dr Netto re-counted the clarifications sought by the University on a number of clauses in the Examination Manual. The Council decided to constitute an *ad hoc* Committee, consisting of Dr S. Kevin, Prof. Padma Rao, Manager, Pro Manager, Principal, Vice principals and the Controller of Examinations, to look into the questions raised by the University and help redraft the clauses.

## Any other matter

Sri Anil Xavier felt the need for constituting an external peer committee to look into the quality of the work done by the faculty of the college. This was inevitable to ensure steady growth and advancement of the college. He explained how the government machinery resorts to such external professional bodies to ensure the strength and weakness of a department. Any amount of money spent in that area would not be a waste as far as the future is concerned. Accountability is a must for performance and; both can be measured only through mechanisms of proper auditing.

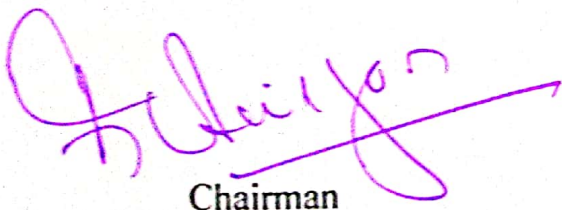
Prof. Padma Rao felt the need for proper Monitoring involving planning the modules, finishing the work within stipulated time and verifying the same.

Rev. Fr Rolden Jacob raised the issue of many students not wearing identity cards and suggested checking strict adherence to the code of conducts. His Lordship advised the Principal and Vice Principals to concentrate on academics and delegate teachers for campus discipline management.

Ms Grata Ildaphonse proposed the Vote of Thanks. The meeting came to an end at 05.30 pm.

Kollam

09<sup>th</sup> October, 2017



Chairman

Fr Anil Jose (Manager)



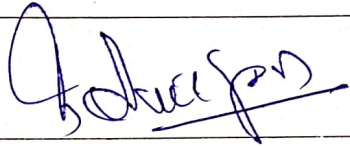

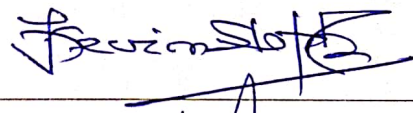
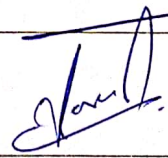
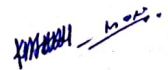

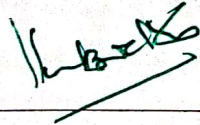
Secretary

Dr Vincent B. Netto (Principal)



*Fatima Mata National College (Autonomous)*

Meeting of the Governing Council  
at 10.30 am on September 28, 2016

Members Present	Signature
Most Rev. Dr Stanley Roman	
Rev. Fr Anil Jose	
Dr Jitendra Tripathi	
Dr N. Veeramanikandan	
Sri Anil Xavier IAS	
Dr Padma Rao	
Dr S. Kevin	
Rev. Fr Joseph John	
Dr Titus A.R.	
Mrs Grata Ildaphonse	
Dr Stanley John C.	
Dr Vincent B. Netto	

**FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS)  
KOLLAM**

**MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON  
APRIL 30, 2016 AT THE IQAC HALL**

The meeting of the Governing Council was held in the IQAC Hall, Fatima Mata National College, Kollam, at 11.00 am on 30-04-2016. Rt Rev. Dr Stanley Roman, the Bishop of Quilon graced the occasion. Rev. Fr. Anil Jose, Manager of the College, presided over the meeting. The following members were present:

1. Rt Rev. Dr Stanley Roman (Bishop of Quilon)
2. Dr Jitendra Tripathi (Joint Secretary, Finance, UGC)
3. Sri Anil Xavier IAS
4. Dr Padma Rao
5. Dr Biju T.
6. Dr Titus A. R. (Vice Principal)
7. Ms Grata Ildaphonse (Vice Principal)
8. Dr Stanley John C
9. Dr Vincent B. Netto (Principal)

The Meeting commenced with a silent prayer. In his introductory remarks the College Manager, the chairman of the council, outlined the agenda of the meeting and extended a cordial welcome to the members.

**Minutes of the previous meeting**

The Principal handed out the minutes of the previous meeting of the Governing Council held on 28/01/2016 and recapitulated the salient aspects. The council, after a brief discussion, unanimously approved the minutes.

Dr Jitendra Tripathi was all appreciation for the inclusion of Research Methodology in B.Com Syllabus with 3 instructional hours a week. He also underscored the necessity of the college registering with Public Financial Management System (PFMS) for availing of financial assistance from Central Government, UGC, etc. The Council unanimously agreed to his suggestion to abide by the Central Government directive.



Sri Anil Xavier IAS suggested initiating a permanent mechanism for departmental ranking in line with the state government's methodology so as to impart a healthy competition among the teaching departments. However, the Body sought another year or two to implement the same.

### **Action taken report**

The Principal reported on the action taken on the minutes of the previous meeting as per the agenda circulated. The Governing Council ratified the action taken on the minutes.

### **Budget Proposal – UGC Autonomy Grant 2016-17**

The Governing Council ratified the budget proposal of the Finance Committee for Autonomy Grant to be received from the UGC during the Financial Year 2016-17.

Dr Jitendra Tripathi asked the Principal to forward budget proposals to the tune of Rs. 2500000/- w.e.f. 2017. He also suggested that the college submit a viable proposal to the UGC seeking financial support for building a hostel for female students.

### **Examination Remuneration**

The Governing Council approved the Finance Committee's proposal of Remuneration for Examination related duties with an amendment. As per the amendment, the remuneration to be paid to the examiners within the college for the valuation of all regular/supplementary/improvement of the theory examinations of the postgraduate programmes is fixed at Rs.25/Paper (against the Finance Committees proposal of Rs 23/paper). The Governing Council fixed examination related remunerations as detailed below.

1. Remuneration for the valuation of answer scripts of all regular/supplementary/ improvement of the theory examinations of UG Programmes

<b>Sl No.</b>	<b>Category</b>	<b>Rate</b>
<b>1</b>	<b>External Examiners</b>	<b>Rs 25/Paper</b>
<b>2</b>	<b>Examiners within the College</b>	<b>Rs 15/Paper</b>

Note: TA as per University norms shall be paid to the External Examiners.

2. Remuneration for the valuation of all regular/supplementary/ improvement of the theory examinations of PG Programmes

Sl No.	Category	Rate
1	External Examiners	Rs 30/Paper
2	Examiners within the College	Rs 25/Paper

Note: TA as per University norms shall be paid to the External Examiners.

3. The remuneration for the revaluation of answer scripts is fixed at Rs 25 per paper subject to a minimum of Rs 100 per day
4. The remuneration for practical examinations shall be paid as per University rates/norm
5. The remuneration for setting question papers and scheme of valuation for the examiners of the college for the UG Programme is fixed at Rs 500 (Rs 250 for QP and Rs 250 for scheme of valuation)
6. The remuneration for setting question papers and scheme of valuation for the external examiners for the UG Programme is fixed at Rs 1000 (Rs 500 for QP and Rs 500 for Scheme of valuation)
7. The question papers for the PG examination are to be prepared by the external examiners and the remuneration for the same is fixed at Rs 2000 (Rs 1000 for QP and Rs 1000 for scheme of valuation)
8. The remuneration towards the exam work of the non teaching staff shall be divided equally by the AA
9. The remuneration for PG Valuation is fixed at Rs 28 + DA+ TA II class. An examiner shall evaluate 10 answer scripts on the first day and 15 answer scripts each on subsequent days
10. The remuneration for non-teaching staff (excluding the AA) shall be fixed on the basis of student strength
11. The AA is entitled to remuneration equivalent to that of an invigilator per session
12. The entire sum of remuneration due to the non-teaching staff shall be uniformly disbursed among them by the AA
13. The AA is authorized to distribute all the pending remuneration/allowances till 2015-16, due to the non-teaching staff (excluding the retired AA), from the sum to be handed over to the present AA



14. The allowance due to the former AA shall be paid by the Manager

### **Introduction of Bachelor in Computer Application (BCA) Programme under Self Financing Stream (2016 Admissions)**

The Governing council gave its formal ratification to the Academic Council proposal for introducing Bachelor in Computer Application (BCA) Programme under the Self Financing Stream adopting the scheme and Syllabus of the University of Kerala.

### **Certificate/Diploma Programmes**

The Governing council approved the proposal for introducing the following Certificate/Diploma programmes under the Self Financing Stream.

1. One Year PG Diploma in Journalism
2. One Year Diploma in Travel and Tourism
3. One Year Diploma in Hospital Administration

### **Calendar for Meetings of various Bodies**

The Governing Council accepted the proposed schedule for meetings of various Bodies under autonomy. As per the plan the meetings of various bodies will be held in the following sequence.

#### **1. Governing Council**

April (To approve the Budget Proposal for Autonomy Grant)

August (To pass the Budget of the Autonomous Fund)

January (For academic proposals, evaluation of monitoring)

#### **2. Academic**

January (To discuss proposal for the next academic session)

August (To monitor status of the newly introduced programmes/courses)

#### **3. Finance Committee**

April (Budget meeting for Autonomy Grant)

September (Budget Meeting for Autonomous Fund through fees and grants)

### **Feedback Analysis 2015-16**

The Governing council unanimously expressed its appreciation for the excellent rating (more than 90%) in the different aspects of curriculum, skill development, and PTA meetings and extracurricular activities.

The members wanted to strengthen the ICT enabled teaching and learning process. The delay in the result and the poor rating (51%) was beyond the control of the institution as the examination were under the purview of the University. However the college has to prepare itself and insist on the timely conduct of examinations and publication of results of the autonomous period

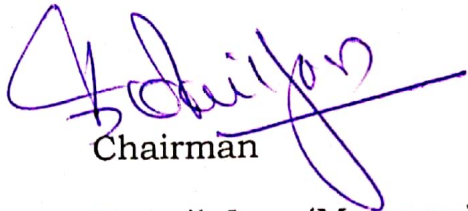
## Graduation Ceremony

The Governing Council authorized the Principal (in the exercise of the powers as per 2.1.4 (viii) of the Examination Manual) to forward the tabulation mark register and the tabulation result register of MA/MSc/M.Com 2014-16 batch, approved and recommended by the Awards Committee, to the University of Kerala for the Award of Degrees, so as to avoid the delay in getting the Degree Certificates.

The Council also authorized the Principal to issue the Consolidated Mark Sheets to the Students.

The Council asked the Chairman to chart out a plan of action to conduct the Graduation Ceremony on receipt of the Degree Certificates from the University. A concerted effort must be made to bring together as many dignitaries as possible to make the function a grand event.

Dr. Vincent B. Netto, the *Ex officio* secretary of the Governing Council, proposed the Vote of Thanks. The meeting ended at 1.00 pm.



Chairman

Fr Anil Jose (Manager)




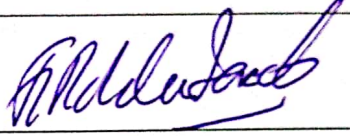


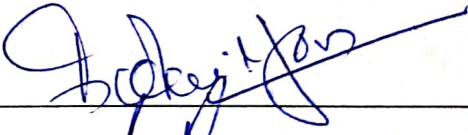
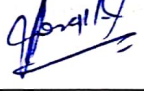
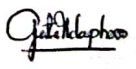

Secretary

Dr Vincent B. Netto (Principal)



*Fatima Mata National College (Autonomous)*

Meeting of the Governing Council  
at 10.30 am on November 14, 2019

Members Present	Signature
Most Rev. Dr Paul Antony Mullassery	
Rev. Fr Rolden Jacob	
Dr Jitendra Tripathi	
Sri Anil Xavier IAS	
Dr R K Suresh Kumar	
Dr G Padma Rao	
Rev. Fr Anil Jose	
Rev. Fr Joseph John	
Dr S. Kevin	
Prof Grata Ildaphonse	
Dr Shelly M.R	
Dr Vincent B. Netto	

## Appendix I

### Minutes of the 11<sup>th</sup> meeting of the Governing Council of Fatima Mata National College (Autonomous), Kollam held on 4<sup>th</sup> May 2019

The meeting of the Governing Council of the college was held at Bishop's House on 04-05-2019.

The following members attended the meeting:

Most Rev. Dr Paul Antony Mullassery	- Patron
Rev. Dr Rolden Jacob (Manager)	- Chairperson
Sri Anil Xavier, IAS (Former Vice Chancellor. KVASU & Director Bishop Jerome Institute, Kollam)	- Management
Rev. Fr Anil Jose ( Director, Bishop Benziger Hospital)	- Management
Dr S. Kevin (Former Pro Vice Chancellor, University of Kerala)	- Management
Dr.R.K.Suresh Kumar (Member- Higher Education Council)	- State Government Nominee
Dr.G. Padma Rao (Professor, Dept. of Malayalam ,University of Kerala)	- University Nominee
Ms Grata Ildaphonse (Vice Principal)	- Member
Dr.Shelly M.R (Vice-Principal)	- Member
Dr Vincent B Netto ( Principal)	- Ex- officio Secretary



**Item No -1** The meeting started at 10.30a.m. with a silent prayer followed by the welcome Speech by Rev. Dr Rolden Jacob, the Manager. Most Rev. Dr Paul Antony Mullassery, the patron greeted the members and reiterated on the inevitability of steering the college towards excellence.

**Item No -2 -Confirmation of the minutes of the meeting held on 24<sup>th</sup> November 2018.**

The Principal, Dr Vincent B Netto, the ex-officio secretary, presented the minutes of the previous meeting held on 24<sup>th</sup> November 2018.

*The committee resolved to confirm the minutes.*

**Item No -3 Report of the action taken on the decisions of the meeting held on 24<sup>th</sup> November 2018.**

The Principal made a brief presentation of the action taken on the decisions taken on the meeting held on 24<sup>th</sup> November 2018.

**Item No -4 a) Ratification of revised Syllabus UG**

The modification to the syllabus w.e.f.2019 admission of the following programmes of UG proposed by the respective UG BoS and approved by the Academic council in its meeting held on 17.04.2019 was ratified by the Governing council.

Program	Program Code	CBCS/Elective
B.Sc Mathematics	U11	CBCSS
B.Sc Physics	U12	CBCSS
B.Sc Chemistry	U13	CBCSS
B.Sc Polymer Chemistry	U14	CBCSS
B.Sc Botany	U15	CBCSS
B.Sc Zoology	U16	CBCSS
B.Sc Psychology	U17	CBCSS
BA English Language and Literature	U21	CBCSS

BA Malayalam Language Culture and Literature	U22	CBCSS
BA Economics	U23	CBCSS
BA History	U24	CBCSS
B.Com Finance	U31	CBCSS
<b>Self Financing courses</b>		
BA English Language, Literature and Communication	U42	CBCSS
B.Com Co-operation	U43	CBCSS
B.Com with Computer Applications	U44	Career Oriented
Bachelor in Computer Applications	U45	Career Oriented

***Ratified***

**Item No -4 b) Ratification of revised Syllabus PG**

The modification to the syllabus w.e.f.2019 admission of the following programmes of PG proposed by the respective PG BoS and approved by the Academic council was ratified by the Governing council.

Program	Program Code	CBCS/Elective
M.Sc Mathematics	P11	Elective
M.Sc Physics	P12	Elective
M.Sc Chemistry	P13	Elective
M.Sc Botany	P14	Elective
M.Sc Zoology	P15	Elective
M.Sc Psychology	P16	Elective
MA Malayalam	P22	Elective
MA Economics	P23	Elective
M.Com	P31	Elective

***Ratified***



### **Item No -5 Add on courses**

The Governing council ratified the following Add on courses approved by the Academic council. It was decided to introduce the programme w.e.f 2019 admissions with the duration of 30 hours and a fee of Rs 500.

Mathematics	- Mathematics software LATEX
Physics	- Radiation Physics
Chemistry	- Drinking Water quality Analysis
Botany	- Mushroom Cultivation
Zoology	- Ornamental Fish Production
Psychology	- Certificate in Counselling
English	- Proficiency in English and soft skills
Malayalam	- Pathra Pravarthanam Patanavum Prayogavum
Economics	- Skill enhancement course
Commerce	- Applied Business Accounting
Hindi	- Communicative Hindi

The Council felt that the Add on course proposed by the Department of Economics titled **Skill Enhancement Course** be changed to **Data Analysis Course** w.e.f 2020. The Council also expressed that the Add on course by Department of Commerce be modified w.e.f 2019.

The Governing Council felt the need to extend the duration of the programme from 30 hours to 50 hours w.e.f 2020 admissions in consultation with the relevant bodies, and to change the fee structure as required and approved by the Finance Committee.

### ***Resolved***

### **Item No -6 (a) Ratification of results – UG**

The results of the following programmes of UG have been ratified by the Governing Council.

S No	Semester	Batch	Date of Publication
1	S1 BA/BSc/BCom/BCA	2018-2021	
2	S1 BA/BSc/BCom/BCA	2017-2020	25-02-2019
3.	S1 BA/BSc/BCom/BCA	2016-2019	25-02-2019

4.	S1 BA/BSc/BCom	2015-2018	25-02-2019
4.	S1 BA/BSc/BCom	2014-2017	25-02-2019
5.	S3 BA/BSc/BCom/BCA	2017-2020	25-01-2019
6.	S3 BA/BSc/BCom/BCA	2016-2019	25-01-2019
7.	S3 BA/BSc/BCom	2015-2018	25-01-2019
8.	S3 BA/BSc/BCom	2014-2017	25-01-2019
9.	S5 BA/BSc/BCom/BCA	2016-2019	19-12-2018
10.	S5 BA/BSc/BCom	2015-2018	19-12-2018
11.	S5 BA/BSc/BCom	2014-2017	19-12-2018

### *Ratified*

#### **Item No -6 (b) Ratification of results – PG**

The results of the following programmes of PG have been ratified by the Governing council.

1.	S1 MA/MSc/MCom	2018-2020	15-03-2019
2.	S1 MA/MSc/MCom	2017-2019	15-03-2019
3.	S1 MA/MSc/MCom	2016-2018	15-03-2019
4.	S1 MA/MSc/MCom	2015-2017	15-03-2019
5.	S3 MA/MSc/MCom	2017-2019	15-03-2019
6.	S3 MA/MSc/MCom	2016-2018	15-03-2019
7.	S3 MA/MSc/MCom	2015-2017	15-03-2019

The Governing council felt the need for assessment, analysis and evaluation report of 2015-19. The Vice principals were entrusted with the task of analyzing the result of the period (2015 -19).

It is imperative to resort to periodical publication of student's attendance and the same should be displayed in the departmental notice board every month. Mentoring should be made more effective for the better performance of the students.

### *Ratified*

#### **Item No -7 -Budget for autonomous grant 2019-20**

The Governing council resolved to approve the budget for autonomous grant of Rs20 lakhs as proposed by the Finance Committee in its meeting held on 30.04.19.

### *Resolved*



### **Item No -8 - Approval of the recommendations of IQAC**

The Academic council in its meeting held on 17.04.2019, approved the recommendations of IQAC in the following regard:

- a) Introduction of MOOC (online courses) – the Academic Council resolved that the students of third semester UG & PG w.e.f 2018 admission onwards take at least one online course of not less than two weeks duration (on an experimental basis) and submit a concise report of the course detailing the objectives, frame work and relevance of the course. The students should produce relevant documents to attest their satisfyingly completing the course.
- b) MOODLE (assignments & tests) - Academic Council resolved that UG students submit their assignment and PG students take their CAT - I using the MOODLE platform (on an experimental basis). Applicable to all admissions.
- c) Internship for PG programmes - Academic Council resolved that internship of the duration of two to five weeks be made compulsory for PG programmes w.e.f 2019 admission onwards. However, there will be no additional weightage for the time being.
- d) The body expressed its appreciation for the good rating in the different aspects of curriculum, skill development, infrastructure facility, examination and PTA meetings and extracurricular activities. However certain areas as per the report need to be strengthened in the attainment of learning outcomes and curricular activities.

*The Governing Council ratified the recommendations. The Council emphasized the need for maintaining the log book for recording daily attendance of the students countersigned by Firm/ Company/Organisation where the student is assigned internship.*

### **Item No -9 - Question bank**

Academic Council resolved to implement question bank system w.e.f 2019 admission so that the questions address the difficulty levels as also the learning outcomes and graduate aptitude outlined in the curriculum.

The body observed that proper scrutiny of the questions by experts will make the question bank fool proof as such provision must be incorporated to the extent

***Resolved***

**Item No -10- Provision for improvement of individual papers for PG programmes**

Academic Council resolved to introduce provision for improvement of individual papers for PG programmes in sync with the parent University (Ref U.O. Ac.A.II/1/2014 dated 28.02.2015 - Appendix - VI) w.e.f 2019 admission onwards.

*Resolved*

**Item No -11- Project submission**

Academic council resolved that the UG students have to submit their projects before CAT II of sixth semester.

*Resolved*

**Item No -12- Amendments to Examination Manual**

Academic Council by virtue of its powers as contemplated in Fatima Mata National College (Autonomous) Kollam - Examination Manual (Draft) – clause 30 - resolved to amend the manual incorporating/revising/changing the below mentioned clauses:

a) Amendments to Examination Manual based on the regulations of University Grants Commission (Conferment of Autonomous status upon colleges and measures for maintenance of standards in Autonomous Colleges) Regulations 2018, New Delhi 12<sup>th</sup> February 2018:

i) Clause 2.1.2- “The term of office of the nominated members of the Governing council shall be a period of two years”.

To be amended as

*“The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have term of five years”.*

ii) Clause 2.1.3-“The Governing Council shall meet at least three times in an academic year”.



To be amended as

*“The meetings of the Governing Body shall be held at least twice a year”.*

iii) Clause 2.2.2- *“The term of office of the nominated members of the Academic Council shall be a period of two years”.*

To be amended as

*“The term of the nominated members of the Academic Council shall be three years”.*

iv) Clause 2.3.2- *“The term of the members nominated to the Board of Studies shall be two academic years”.*

To be amended as

*“The term of the nominated members of Board of Studies shall be three years”.*

b) Amendments to Examination Manual based on the report from the Controller of Examinations and in the exercise of the powers of the Principal (vide Clause 30- Interpretation and Amendment) - Notification of ESE (Amendment of Clause 28)- *“Notifications for each semester exams will be published before 40 days of the commencement of Examination”.*

To be amended as

*“Notifications for each semester exams will be published before 15 working days of the commencement of Examination”* as per Academic council meeting agenda item No -4(5)

***Ratified and resolved to inform the same to the parent University.***

### **Item No -13 - NAAC Reaccreditation**

The Governing council approved the proposal for NAAC reaccreditation. The Council underscored the need for digitalization. At least 50% of the classrooms must be provided with LCD projectors and smart board. The teachers must be given orientation in the matter. A new research culture should be the focus. Teachers should be encouraged to publish articles to present papers in conferences, to engage in collaboration, consultancy and entrepreneurship. Extension activities should be promoted. A written directive to the extent on behalf of the council should be circulated among teachers any leniency, negligence or apathy on the part of teachers shall be dealt with seriously. Frequent motivational talks and monthly inter departmental competition may be organized. The best department prize, the best teacher award etc should be initiated as a token of appreciation and acknowledgement.

*Resolved*

### **Item No -14 Shifting of campus self financing stream to Annexe w.e.f 2019 admission**

The Governing council approved the proposal of the management to shift the venue of the first year self financing programme to the Annexe w.e.f 2019

*Resolved*

### **Item No -15- Mercy Chance – exam fee proposal from Finance Committee**

The Finance Committee in its meeting held on 30.04.19 has proposed a fee of Rs 2000/- as registration fee for mercy chance.

*Resolved*

### **Item No – 16 - Additional Agenda – submission of compliance report and inspection & annual administration fee**

The Finance Committee in its meeting held on 30.04.19 has proposed to submit a compliance report along with the inspection & annual administration fee. The committee felt that an autonomous institution need not submit the inspection & annual administration fee levied for the Self Financing mode as the SF stream was a part of the



autonomous system. However the institution would pay for the time being in order to avoid hassles and possible hardships to the final year students who are to receive the degree certificate from the University. The Committee felt it would be in the interest of the autonomous college to approach the court for a legal remedy.  
**Governing Council ratified the decision and felt that a letter of intimation in the regard would be sent to the University.**

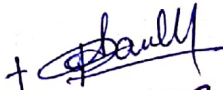


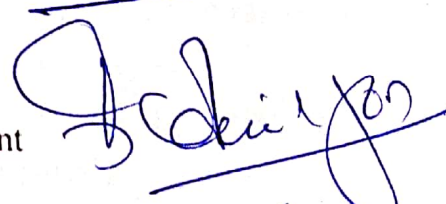

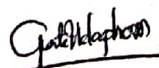
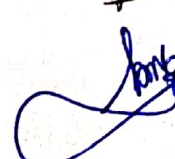
The meeting came to a close at 1.00 p.m.

### READ AND CONFIRMED

  
**Dr Vincent B Netto**

Ex- Officio Secretary

### APPROVED

Most Rev. Dr Paul Antony Mullassery	- Patron	
Rev. Dr Rolden Jacob (Manager)	- Chairperson	
Sri Anil Xavier, IAS (Former Vice Chancellor, KVASU & Director Bishop Jerome Institute, Kollam)	- Management	
Rev. Fr Anil Jose (Director, Bishop Benzigar Hospital)	- Management	
Dr G. Padma Rao (Professor, Dept. of Malayalam, University of Kerala)	- University Nominee	
Ms Grata Ildaphonse (Vice Principal)	- Member	
Dr Shelly M.R (Vice-Principal)	- Member	
Rev. Fr. Joseph John	- Management	